

APPENDIX B

**FORMAT FOR REQUESTING FUNDS
CLASS 200
EMERGENCY OPERATIONS**

FROM: ____ (Division/District) DATE/TIME: ____

TO: CECW-UOC

SUBJECT: Request for Emergency Operations Class 200 Funds, CWIS #05480

1. Request funds for the activation and operation of the Emergency Operations Center (EOC) to include pre-positioning of disaster response teams
 2. A breakdown of estimated cost(s) is detailed below:
 - a. Event Name: ____
 - b. Type of Request: Initial or Increase (circle one)
 - c. Previous funds received \$ ____
 - d. EOC Activation (Direct Labor & Overtime) \$ ____
 - e. P. L. 84-99 Response Team (labor, TDY) \$ ____
 - f. Supplies & Equipment (itemize over \$1K) \$ ____
 - g. DTOS/LERT Support \$ ____
 - h. Other (explain) \$ ____
- Total Funds Required \$ ____

Chief, Emergency Management

*NOTE: Fill in the ____ areas

EP 37-1-6
31 Aug 07

**FORMAT FOR REQUESTING FUNDS
CLASS 310/CLASS 320/CLASS 330
REHABILITATION PROJECTS**

FROM: _____(DISTRICT)

TO: CECW-HS

SUBJECT: Request for Rehabilitation Project Funds, Class 310/320/330

CLASS: _____

CWIS # _____ (If this cannot be located or sustained, please indicate that HQ assign a new one.)

PROJECT COSTS ESTIMATE:*

Engineering & Design \$ _____
(When requesting E&D only, provide projected date of bid opening and estimated cost of contract)

Construction Contracts \$ _____

Contingency (request no more than 10% without justification) \$ _____

Supervision and Administration \$ _____

Total Amount Required \$ _____

E&D Received (-) \$ _____

Other Amounts Received (-) \$ _____

Total Funds Required \$ _____

Chief, Emergency Management

*If cost shared, list only Federal share.

**FORMAT FOR REQUESTING FUNDS CLASS 350/CLASS 360
INITIAL/CONTINUING ELIGIBILITY INSPECTIONS**

FROM: _____(DISTRICT)

TO: CECW-HS

SUBJECT: Request for Initial/Continuing Eligibility Inspections Funds, Class 350/360

Request funds as follows:

a. Initial Eligibility Inspections (IEI): **CLASS 350** CWIS # _____

Not Applicable

b. Re-inspections **CLASS 360** CWIS # _____
(Continuing Eligibility Inspections (IEI)) (If bulk funds, request new.)

(1) Number of Non-Federal Flood Control Works (FCW) active in the
Rehabilitation & Inspection Program (RIP). _____

(2) Number of FCW CEIs to be conducted during FY _____
For which funds are being requested. _____

(3) Total funds required \$ _____

Chief, Emergency Management

*To be assigned by HQ by Fiscal Year

FORMAT FOR REQUESTING FUNDS
CLASS 430 - EMERGENCY WATER SUPPLIES AND DROUGHT
ASSISTANCE FIELD INVESTIGATIONS
OR
CLASS 520 - ADVANCE MEASURES FIELD INVESTIGATION
AND REPORT PREPARATION COSTS

MEMORANDUM FOR MSC (or Regional) Commander, _____.
ATTN: (Emergency Management Branch/Division)

SUBJECT: Request Funds for Field Investigations, Emergency Water and Drought Assistance, Investigation and Report Preparation (or) Request Funds for Advance Measures Investigation and Report Preparation

1. (Outline event resulting in request for assistance. Note whether investigation resulted in an approved/disapproved project. Complete Appendix G and include as an enclosure to this memo). If appropriate, include CWIS number with this request.
2. Request signed by an appropriate state official is enclosed.
3. The costs for investigation and report preparation activities are \$_____. (Note: Further justification may be required).
4. Request an increase in work allowance and funds in the amount of \$_____ be made available under the appropriation 96X3125, Flood Control and Coastal Emergencies, Class 430 or 520.

FOR THE COMMANDER:

Enclosure

(Signature Block)

FORMAT FOR REQUESTING FUNDS
CLASS 610
INTERAGENCY HAZARD MITIGATION TEAM ACTIVITIES

FROM: _____ (DISTRICT)

TO: CECW-HS

SUBJECT: Request for Interagency Hazard Mitigation (Class 610) Funds, CWIS #84600

1. The Interagency Hazard Mitigation Team (IHMT) was activated in response to the Presidential Disaster Declaration, FEMA (provide number), resulting from (outline event). (Include number) counties in the State of _____ were declared disaster areas as the result of this event.

2. All field activities related to this event are complete and final deferred costs are \$_____. The break down is as follows:

- a. Personal Services:
 - Direct Labor Cost (include number of man-hours) \$ _____
 - Indirect Labor Cost \$ _____
- b. Travel and Transportation \$ _____
- c. Materials and Supplies \$ _____
- d. Overhead \$ _____

3. It is requested that an increase in work allowance be made available to provide reimbursement for said deferred costs.

Chief, Emergency Management

**RESOURCE CODES
WORK CATEGORY CODES (WCC) &
WORK CATEGORY ELEMENTS (WCE) BREAKDOWN**

RESOURCE CODE	DESCRIPTION	OBJECT CLASS
<i>PERSONNEL SERVICES AND BENEFITS --</i>		
ANNLEAVE	Resource code is automatically updated based on annual leave applied to REGLABOR.	1100
BENEFITS	Resource code is automatically updated with cost based on government contributions (i.e., retirement, insurance, etc.) rate applied to REGLABOR.	1210
BORLABOR	Resource code is automatically generated when REGLABOR costs are incurred for an employee assigned to an organization other than the “requesting” organization reflected on the labor authorization.	1110
BOROTLABOR	Resource code is automatically generated when overtime costs are incurred for an employee assigned to an organization other than the “requesting” organization reflected on the labor authorization.	1110
OTHLEAVE	Resource code is automatically updated with cost based on the other leave (i.e., sick, administrative, compensatory, home) rate applied to REGLABOR.	1110
OTLABOR	Personnel compensation above basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR.	1150
REGLABOR	Regular salaries, wages, and other payments that become part of an employee’s basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR.	1110

RESOURCE CODE	DESCRIPTION	OBJECT CLASS
<i>TRAVEL AND TRANSPORTATION OF PERSONS AND THINGS –</i>		
GSEDANS	Charges for use of GSA leased sedan.	2100
GSTAWAGON	Charges for use of GSA leased station wagon.	2100
GTRUCK-GPXX	Charges for use of GSA leased truck. Resource code may include group number based on size/model of truck, i.e., 4x2, 4x4, etc.	2100
TRANSPER	Transportation cost (per diem & other expenses incidental to travel and temporary duty assignments) of government employees or others while in an authorized travel status.	2100
TRANTHNGS	Contractual costs for transportation of things (freight and express, trucking and other local transportation, and mail transportation). (Includes parcel post, UPS, and others.)	2200
<i>RENT –</i> RENT	Costs for possession and use of space, land, and structures leased from a non-Federal source.	2320
SLUC	Costs for possession and use of facility space leased from GSA	2310
<i>COMMUNICATIONS AND UTILITIES –</i>		
COMM	Communications costs for local telephone services (including teletype, fax, pagers, cellular phones, etc.)	2330
ITEQUIPEXP	Costs for purchase of hardware/computers, peripherals, office automation equipment, and telecommunications equipment costing less than the approved capital threshold for the appropriation funding the acquisition.	3100
ITEQUIPMAINT	Costs for operation and maintenance of information/technology hardware.	2570
OTHRENTAL	Costs for rental of post office boxes, postage meter and mailing machines, teletype and other equipment rentals.	2330
POSTALSVC	Costs for postage (excluding parcel post and express mail service for freight) and contractual mail (including express mail service for letters) or messenger service.	2330

RESOURCE CODE	DESCRIPTION	OBJECT CLASS
PRINTING	Costs for printing and reproduction and the related composition and binding operations performed by the Government Printing Office, other agencies or other units of the same agency, and Commercial printers or photographers.	2400
UTILITIES	Costs for heat, light, power, water, gas, electricity, and other utility services.	2330
VISUALINFO	Distributive costs from visual information operations.	2530
<i>PRIVATE SECTOR CONTRACTUAL SERVICES –</i>		
OTHCONSVCS	Private sector contract costs not otherwise classified. (Does not include A/E service - AESVCS, construction service – CONSTSVCS, or advisory/assistance service – ADV&ASTSVC)	2520
WKBOTHCOE	Funds issued to another Corps emergency management activity to do the work.	2530
WKBOTHCOE	Funds issued to another Corps non-emergency management activity to do the work.	2530
WKBOTHFED	Funds issued to another Federal, state, or local government to do the work.	2530
<i>SUPPLIES AND MATERIAL –</i>		
SUPMATRL	Costs for purchase of commodities that are normally expended within one year after they are put into use, i.e., office supplies, publications, fuel, building materials, parts, and cleaning supplies.	2600
<i>EQUIPMENT –</i>		
EQUIPMENT	Costs for property of a durable nature, i.e., transportation equipment, furniture and fixtures, tools and implements, instruments and apparatus, and machinery.	3100

TABLE B-1

WCC & WCE BREAKDOWN			
WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	<i>(Response to emergency event)</i>	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations
026000	Operational Support	BBF00	EO- Operational Support

TABLE B-2

EXAMPLES FOR WCC/WCE BREAKDOWN	
WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees.
	In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission, i.e., Water, Ice, Power, etc.
	Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in response to an event.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report.
	In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with an After Action Report.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action Report.
023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response.
	In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood Response. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.
026000/BBF00	Labor PR&Cs and travel orders for supporting Centers (i.e. UFC employees) providing assistance for EOC during non-event time.

SAMPLE GOVERNMENT ORDER FOR EMERGENCY MANAGEMENT ACTIVITIES (P.L. 84-99)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

PAGE 001

FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR/OBLIGATION/DELIVERY ORDER NUMBER	AMEND NO.
		02-JUL-2000	W24G8701840002	0

TO: USAED, JACKSONVILLE
ATTN: SESAJ-CO-E
P.O. BO 4970
JACKSONVILLE, FL 32232-4970

FROM: USAED, GREAT LAKES & OHIO RIVER
ATTN: CELRD-RM-B
P.O. BOX 1159
CINCINNATI, OH 45201-1159

ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___
HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc)	QTY	UNIT	UNIT	TOTAL PRICE
0001	FUNDS ARE PROVIDED FOR HURRICANE DENNIS EMERGENCY ASSISTANCE FROM 02JUL2000 THRU 01AUG2000. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES.	0	LS	.00	\$25,000.00
ACCOUNTING CLASSIFICATION	96 NA 3125.0000 H0 X 08 2435 099993 WORK CAT CODE: 021000	2530	001T3R	210	96330
			WORK CAT ELEM CODE: BBE00		

RENTAL CAR IS NOT AUTHORIZED.

Please have the accepting official sign below and electronically transmit to the FINANCIAL POC address. EXPIRATION DATE 30-SEP-2000

RA TECHNICAL POC: ROBERT P BURNSIDE CELRD-ET-CO 513-684-3095
RA FINANCIAL POC: TERRIE ROSARIO CELRD-RM-B 513-684-3051
FINANCIAL POC ADDRESS: RESOURCE MANAGEMENT
550 MAIN STREET
P.O. BOX 1159
CINCINNATI, OH 45201-1159

ACCEPTED REIMBURSABLE ORDER _____ DATE _____ TITLE _____
SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS. GRAND TOTAL \$25,000.00

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

MAIL INVOICES TO (Payment will be made by)
USAED, GREAT LAKES & OHIO RIVER
ATTN: CELRD-RM
P.O. BOX 1159
CINCINNATI, OH 45201-1159

FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE. /S/ TERRIE G. ROSARIO
BUDGET ANALYST 2-JUL-2000

AUTHORIZING OFFICER	SIGNATURE	DATE
HUGJ J EVANS BUDGET OFFICER	/S/ HUGH J EVANS	2-JUL-2000

DD FORM 448

NOTE: ADMINISTRATIVE COSTS INCLUDES LABOR, THE EFFECTIVE RATE, PLUS G&A AND DOH COSTS.
ENSURE THAT A STATEMENT IS INCLUDED ON GO WHEN RENTAL CAR IS AUTHORIZED.

